

# Creating a Teaching Resume - Quick Reference Guide

This guide is designed to help you write a clear, professional resume that reflects your experience, skills, and values as a teacher.

## 1. Use a Clean, Readable Layout

- Stick to **one page** unless you have extensive experience.
- Use **headings** and **clear sections** (e.g. Education, Experience, Skills).
- Choose easy-to-read fonts (e.g. Arial, Calibri, Helvetica).
- Keep it **mobile-friendly** if you're building a web-based resume.

## 2. Include These Essential Sections

### Name + Contact Info

- Full name
- Email address (professional)
- LinkedIn profile (if applicable)
- GitHub/online portfolio (if showcasing projects)

### Education

- Degree(s) and institution
- Graduation year (or expected)
- Any relevant coursework, honours, or awards

### Teaching Experience / Professional Placements

- Role title (e.g. *Pre-Service Teacher – Year 6*)
- School name and location
- Dates (Month/Year)
- 2–4 bullet points describing:
  - Year level(s), subject(s) taught
  - Teaching strategies and differentiation
  - Classroom tech/tools used
  - Outcomes or impact (e.g. student growth, feedback)

### Other Work Experience (*Optional*)

- Especially useful if it demonstrates:
  - Leadership
  - Communication
  - Responsibility
  - Child-related roles (e.g. tutoring, coaching, childcare)

### Skills

- Teaching tools (e.g. Google Classroom, Canva, MS Teams)

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- Programming or design software (if relevant)
- Classroom management techniques
- Communication, collaboration, etc.

### Awards & Certifications (*Optional*)

- First Aid, Working With Children Check
- Scholarships, Dean's List, etc.

## 3. Tailor Your Resume

- Use **keywords** from the job ad or school's values.
- Emphasise **teaching philosophy**, **adaptability**, and **passion for learning**.
- Add a short **summary or profile** at the top if space permits:

*"Emerging educator with a passion for inclusive teaching, literacy development, and integrating digital technologies to support diverse learners."*